



CALIFORNIA
High-Speed Rail Authority

Letters of Affirmation and TECs

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Business Advisory Council

May 8, 2018

Sacramento, California



LETTERS OF REAFFIRMATION

- Purpose of Reaffirmation
- Due at the beginning of every calendar year
- Required for Travel Reimbursement

TRAVEL EXPENSE REIMBURSEMENT

- **FY 2017-18 Year-End Closing Schedule:**
 - » All outstanding expense claims for May and prior months, must be submitted by **Monday, May 21, 2018.**
 - All claims must be final and submitted to the Authority by **June 1, 2018.**
 - Deadlines must be followed to meet reporting requirements from control agencies.
 - » Required Documents:
 - Current Reaffirmation Letter
 - Travel Reimbursement Letter of Acknowledgment
 - Payee Data Record
 - Privately Owned Vehicle Form

THANK YOU

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